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Approved For Release 2000/08/28 : CIA-RDP78-04718A000500080012-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Administration and Management

DATE: 5 August 1947 25X1A

FROM : Assistant Chief, Budget and Finance Branch

SUBJECT: Security Breach - Forwarding W-2 Tax Form to S. O. Employee [REDACTED]

1. As requested in memorandum of 21 July 1947 from Deputy Executive for A&M, steps have been taken to prevent future recurrence of security breach as outlined in attached correspondence.

2. There is attached a copy of Memorandum of Understanding which is self-explanatory. This Memorandum was devised to cover W-2 Tax Forms as well as final salary payments, personnel actions and any subsequent correspondence with the individual. It is felt that this procedure will also assist in eliminating future duplicate payments for such individuals.

3. Memorandum of 24 June 1947 from Chief, Special Security Section to Acting Executive Officer, Special Operations suggests that "**** all personnel papers pertaining to this individual should likewise be transferred to Special Funds ****". This office could not adhere to a strict interpretation of this phrase, since certain records and data concerning the individual must be retained in this office for audit purposes. It is possible that Retirement Record Card, CSC Form 2806 could be transferred after current posting has been made, however, this item is being considered separately.

4. It is felt that the matter of transferring the Personnel Folder on such individuals, should be taken up with the Personnel Branch, A&M.

[REDACTED] 25X1A
Assistant Chief
Budget and Finance Branch

cc: 25X1A [REDACTED] - Chief, Spec. Security Sec.
Asst. Dir., OSO
Personnel Branch, A&M

Document No.	10
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Date:	17 Nov 78
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